



JOHN ENGLER, Governor

DEPARTMENT OF MANAGEMENT & BUDGET

P.O. BOX 30026, LANSING, MICHIGAN 48909

PATRICIA A. WOODWORTH, Director

**OFFICE OF ADMINISTRATIVE SERVICES
ADVISORY MEMORANDUM No. 93-3**

DATE: June 17, 1993

TO: All Bureaus and Offices

SUBJECT: Working Out of Class for Nonexclusively Represented Employees

The Department of Civil Service has issued a revised Administrative Procedure for working out of class for nonexclusively represented employees. The principal revision in the policy relates to the duration of a working out of class assignment. Working out of class assignments can not exceed 120 consecutive, full workdays (twelve pay periods); if an assignment is to exceed that limitation, a temporary classified position must be established and an appointment made to it in accordance with Civil Service procedures. In addition, our office must notify Civil Service prior to an individual working out of class for sixty consecutive, full workdays and obtain their approval for any continuation of the assignment up to the 120 day cap.

Failure to comply with this procedure may result in the stoppage of payment to the employee for the time spent working out of class from the sixty-first to the one hundred twentieth day time frame.

Please inform your managers of this change in procedure. In terms of the internal DMB procedure, the need for prior approval of all working out of class assignments is still in effect.

Distribution of Memorandum

For your convenience, two copies of this letter have been provided. Please retain one copy in a central file for future reference. The other copy should be forwarded to those individuals within your agency responsible for daily administration of the subject activity.

Questions regarding this letter may be directed to the attention of Ann Kroneman at 3-1000.

Your cooperation and adherence to this procedural considerations will be appreciated.

A handwritten signature in black ink, appearing to read "W. R. Buckley".

William R. Buckley, Director
Office of Administrative Services